



Public Assistance Clerk II

Department:	Police Department	Rate of Pay:	\$26,934 - \$27,534
Location:	701 W. Sample St.	Status:	Full time
Shift:	Days for training; afternoons or nights after training	Hours:	Six days on/three off. Hours vary depending on shift
Posting Date:	12/24/12	Closing Date:	12/31/12

SUMMARY

Performs a wide range of public service activities related to telephone and walk-in requests for police service or information from the public.

JOB DUTIES

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

Provides responses and service to walk-in and telephone requests for police assistance or information from the general public. Enters, searches and maintains computer information pertaining to control and accountability of police reports and daily radio log activity. Receives and records telephone or walk-in complaints of a criminal nature. Executes various police department reports and forms. Processes and completes requests for fingerprints by the general public. Verifies and completes Warning Citations. Notarizes Traffic Citations. Verifies Motor Check Forms. Receives and stores property and evidence. Receives and maintains Home Watch Files. Oversees front hall areas of the station and gives direction to the public.

EDUCATION AND EXPERIENCE

High school diploma or equivalent. No criminal record. Successful completion of a polygraph test is required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of computer terminal operations. Ability to edit, correct, and make proper entries into a computer system. Ability to communicate and listen effectively. Ability to type forty-five (45) wpm. Successful completion of a basic in-service training and familiarization course is required.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in a normal office environment, primarily in a sitting position within a confined area. Work is occasionally performed outside in inclement weather. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, bend, crouch or crawl. Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the work environment is usually moderate.

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ABILITY TO SPEAK SPANISH A PLUS

DRUG SCREENING REQUIRED

CRIMINAL BACKGROUND CHECK

Apply no later than 12/31/12, City of South Bend, Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601 or to apply online, go to www.southbendin.gov

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, disability, sexual orientation, gender, veteran status or genetic information.